

**Funki Fungi Risk Assessment Form**  
**Tuesday 14<sup>th</sup> and Friday 17<sup>th</sup> March 10:30-12:30pm**  
**George Begg Building, Room C2**

Generally each of these particular sessions are interactive lectures/demonstrations with students sitting in rows in lecture theatres/classrooms.

**Those attending the event will include 2 groups of Yr 8/9 and Yr 9/10 school pupils (approx 30 in total in each) from different schools in Greater Manchester**

The groups will meet initially in the Foyer of the George Begg building by the Co-ordinator (Barbara Grundy or colleague/helper) and will be escorted to relevant lecture theatres (on first floor). All colleagues have been briefed about Health and Safety, with particular reference to crossing Sackville St etc as certain students attending morning lectures and also same-day afternoon sessions will be around the university campus over the lunch break – with teachers.

All sessions will be in interactive lecture format – although there may be demonstrations at the front of the lecture theatre, these will be on a small scale and directly supervised by the lecturer - and will not involve handling any dangerous materials or equipment.

Students will be accompanied by at least one teacher per group (and a university helper) and at no time will they leave the relevant building.

**At the end of the lecture all students will be supervised as they leave the lecture theatres and the buildings.**

The rooms will amply fit all attendees. **The Co-ordinator or member of staff leading the session will give out fire and general Health and Safety information at the beginning of the sessions.**

- 1 Hazards to staff and students attending the Science Lectures**
  - Electric shocks from faulty equipment i.e. OHP during presentations, lights etc
  - Strains to back etc from lifting heavy/bulky equipment. (This applies to the staff only as no pupil should be placed in any situation where they may be required to lift heavy/bulky equipment)
  - Choking from equipment used during activities e.g. pen tops, rubbers, straws etc
  - Sprains, falls and breakage
  - Cutting up fungi – plastic knives will be used and students carefully supervised
  - **Crossing roads – possibly, students at lunchtime crossing roads – they must be supervised at all times by their own teachers.**

## 2 Risk Evaluation

Some risk of injury exists; however, the following actions/safety precautions should eliminate it or reduce it to an acceptable level.

## 3 Safety Precautions

- At the beginning of the event all students to be made aware by Co-ordinator of the action to be taken in the event of a fire and of the need to remain in groups, particularly whilst moving around the campus, **Teachers/helpers to be given mobile phone number of Co-ordinator – 07787 XXXXXX**
- University staff responsible for activity ensure that all electrical equipment has been fully PAT tested (AV staff ensure this is so)
- University staff responsible for activity in each venue will give a full briefing and instructions on the correct use of any tools and equipment prior to use. They will also explain relevant fire evacuation procedures etc.
- All medical conditions and disabilities to be forwarded to Barbara Grundy (Co-ordinator) prior to March 11 2006 and relevant H&S issues communicated to all staff (**NONE HAVE BEEN REPORTED so far**)
- Only persons with manual handling training to carry heavy/bulky equipment
- Qualified first aiders to be locally available at all times
- University staff leading the activity to review what equipment is necessary for tasks and participants to be fully instructed on the use of this equipment. Equipment not deemed necessary should be made inaccessible to participants
- Ensure that everyone knows that all problems and accidents are to be reported to University staff/ Supervisors

## 4 Managerial Arrangements

- An appropriate number of qualified first aiders will be available at all times with names/tel nos and location given to staff and volunteers
- Appropriate ratio of staff to be available at all times, including accompanying teachers (Minimum Ratio of 1: 12)
- All staff involved in the Event – school and university – will receive copies of this risk assessment and co-ordinator will check that all information is understood and arrangements implemented

## 6 Monitoring and Review

- Any accident arising during the Science Week session to be fully investigated by Co-ordinator (Barbara Grundy)
- Routine inspections during the day to be carried out by University staff/ Co-ordinator to ensure that all necessary safety precautions are being adopted
- If significant changes occur during the afternoon, the risk assessment must be reviewed at that time by the Co-ordinator

7 **Assessor** Barbara Grundy – Widening Participation Officer, Faculty of Science and Engineering

8 **Date** 22/02/2006